

FY 2016

U.S. Department
of Education
Office of
Innovation and
Improvement
Washington, DC
20202-5900



APPLICATION FOR GRANTS UNDER THE ACADEMIES FOR AMERICAN HISTORY AND CIVICS (ACADEMIES) GRANT PROGRAM

CFDA Number: **84.422A**

Form Approved

OMB No. 1894-0006

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Closing Date: **July 15, 2016**

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UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF INNOVATION AND IMPROVEMENT

Dear Applicant:

Thank you for your interest in the Academies for American History and Civics (Academies) FY 2016 program grant. This program supports the establishment of: (1) Presidential Academies for the Teaching of American History and Civics that offer workshops for both veteran and new teachers to strengthen their knowledge of American history and civics; and (2) Congressional Academies for Students of American History and Civics that provide high school students with opportunities to develop a broader and deeper understanding of these subjects.

Please review the entire application package carefully before preparing and submitting your application. The application package includes a copy of the FY 2016 Notice Inviting Applications (NIA) and a list of all required forms with instructions. The FY 2016 Academies NIA has two absolute priorities that are required of all applicants as well as one competitive preference priority that is optional. All priorities are explained in the NIA. Be sure to review all the priorities carefully. For further directions on how to apply for the Academies grant, you may view our program web site <http://innovation.ed.gov/what-we-do/american-history-and-civics-academies/>.

Your application must be submitted on or before **July 15, 2016 at 4:30:00 PM, Washington, D.C. time**. The U. S. Department of Education requires that all grant applications be submitted electronically using the Grants.gov Application System. You may access this system at www.Grants.gov. More details on this electronic submission may be found in the NIA and in this application package.

For further information on this program or on the application process, please e-mail your questions to our program lead Christine Miller at Academies@ed.gov. Again, thank you again for your interest in the Academies program and your commitment to supporting high quality instruction in American history and civics in this nation's schools.

Sincerely,

Venitia Richardson
Director, Teacher Quality Programs
Office of Innovation and Improvement
U. S. Department of Education

Helpful Hints:

Download and Review the FY 16 Academies NIA.

Download and review the FY 16 Academies Application Package.

Review the instructions for electronic submission of your application. Electronic submission is required.

Submit a notice of intent to apply (optional) to Academies@ed.gov .

I. Program Background Information

PROGRAM OVERVIEW

Program Office: Office of Innovation and Improvement (OII)

Grant Name: Academies for American History and Civics (Academies)

CFDA Number: 84.422A

Grant Type: Discretionary/Competitive Grant

Program Description: This program supports the establishment of: (1) Presidential Academies for the Teaching of American History and Civics that offer workshops for both veteran and new teachers to strengthen their knowledge of American history and civics; and (2) Congressional Academies for Students of American History and Civics that provide high school students with opportunities to develop a broader and deeper understanding of these subjects.

AUTHORIZING LEGISLATION

[118 STAT. 3898]
December 21, 2004

Public Law 108-474—December 21, 2004—108th Congress

[H.R. 5360]

American History and Civics Education Act of 2004.20 USC 6713

An Act

To authorize grants to establish academies for teachers and students of American history and civics, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE.

This Act may be cited as the ``American History and Civics Education Act of 2004''.

SEC. 2. PRESIDENTIAL ACADEMIES FOR TEACHING OF AMERICAN HISTORY AND CIVICS; CONGRESSIONAL ACADEMIES FOR STUDENTS OF AMERICAN HISTORY AND CIVICS.

(a) Establishment.--The Secretary of Education (referred to in this Act as the ``Secretary'') may award not more than 12 grants, on a competitive basis—

(1) to entities to establish Presidential Academies for Teaching of American History and Civics that may offer workshops for both veteran and new teachers of American history and civics; and

(2) to entities to establish Congressional Academies for Students of American History and Civics.

(b) Application.--An entity that desires to receive a grant under subsection (a) shall submit an application to the Secretary at such time, in such manner, and containing such information as the Secretary may require.

(c) Demonstrated Expertise.--The Secretary shall require that each entity, to be eligible to receive a grant under this section, demonstrate expertise in historical methodology or the teaching of history.

(d) Available Funds.--To carry out this section, the Secretary may use any funds appropriated for fiscal year 2005 or any subsequent fiscal year to carry out part D of title V of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7241 et seq.).

[Page 118 STAT. 3899]

SEC. 3. NATIONAL HISTORY DAY PROGRAM.

The Secretary may award grants to the National History Day Program for the purpose of continuing and expanding its activities to promote the study of history and improve instruction. –

Approved December 21, 2004.

II. Basic Application Information

Academies for American History and Civics Program (84.422A)

Application available: May 31, 2016

Pre-Application Information Webinars: June 9, 2016. Visit Academies webpage for registration information.

Intent to Apply: July 1, 2016

Deadline for transmitting applications: July 15, 2016

Estimated Award Announcement: September 30, 2016

2016 Academies Notice Inviting Applications

The full text of the Notice Inviting Applications (NIA) for the FY 2016 Academies grant competition can be found on the Federal Register Web site at the following URLs:

<https://www.gpo.gov/fdsys/pkg/FR-2016-05-31/pdf/2016-12738.pdf> (PDF)

<https://www.federalregister.gov/articles/2016/05/31/2016-12738/applications-for-new-awards-american-history-and-civics-academies-program> (Text)

All Academies applications must be received on or before 4:30:00 P.M. Washington, D.C. time, on **July 15, 2016**. Please note that U.S. Department of Education grant application deadline is **4:30:00 P.M., Washington, D.C. time**. Your application must be fully uploaded and submitted, and must be date and time stamped by the Grants.gov system no later than 4:30:00 P.M., Washington, D.C. time, on the application deadline date. Late applications will not be accepted. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.

An applicant may check the status of its application, any time after submission, by using the "Track My Application" feature available from the upper navigation on the Grants.gov site. Applicants may also check the status of a submission by logging into their Grants.gov account using the Applicant Login. After logging in, an applicant should click on the "Check Application Status" link on the left-hand menu. **Applicants should be careful that they download the intended Academies application package and that they submit their applications for the intended Academies competition.** Your application will be reviewed under the competition for which it was submitted, and only applications that are successfully submitted by the established deadline will be peer reviewed.

2016 Academies Application Package

Please note that the Academies Application Package is for applicants to download and use as a guide only. Unless the applicant qualifies for an exception to the electronic submission requirement, all Academies grant applications must be submitted electronically via Grants.gov.

Intent to Apply

The Secretary strongly encourages each potential applicant to notify the Department of its intent to submit an application for Academies funding by emailing Christine Miller, Academies Team Lead at Academies@ed.gov

Apply through Grants.gov

All applications must be submitted electronically via Grants.gov. To locate the application package on the Grants.gov website, hover over the "Applicant" tab. Select the "Apply for Grants" option, and then click on "Download a Grant Application Package." Type in the CFDA (84.422A) or the Funding Opportunity Number ED-GRANTS-053116-001.. Click "Download Package." You will want to ensure that you download the application for the American History and Civics Academies Program.

FY 16 ACADEMIES GRANT COMPETITION DESIGN ELEMENTS

Eligible Applicants:

Eligible applicants include:

- Local educational agencies;
- Institutions of higher education; and
- Other public and private agencies, organizations, and institutions, including cultural institutions and museums.

Absolute Priorities (Required)

The FY 16 Academies competition includes two Absolute Priorities. We consider only applications that meet BOTH of the following priorities:

- **Absolute Priority 1**--Presidential Academies for the Teaching of American History and Civics.

Under this priority, an applicant must propose to establish a Presidential Academy for Teaching of American History and Civics that may offer workshops for both veteran and new teachers of American history and civics.

- **Absolute Priority 2**--Congressional Academies for Students of American History and Civics.

Under this priority, an applicant must propose to establish a Congressional Academy for Students of American History and Civics. Applicants must identify the Absolute Priority they are addressing in the program Abstract.

Other Priorities: This Academies competition also has one Competitive Preference Priority. This priority is optional. However if an applicant wishes to be considered for these competitive preference points, it must clearly identify in its abstract where in the project narrative section of its application it addresses this priority.

Competitive Preference Priority (Optional)

- Supporting High-Need Students. (up to 10 points). Projects that are designed to improve academic outcomes for high-need students (as defined in the NIA).

NOTE: Competitive Preference Priority Points will only be awarded to applications that are highly rated on the basis of how well it addresses Absolute Priority 1 and Absolute Priority 2 and other required elements via the competition's selection criteria.

Language of Priorities: See the content of these three priorities full priority language in the FY 2016 NIA published in the Federal Register on May 31, 2016 (81 FR 34326).

III. Application Submission Procedures

SUBMISSION PROCEDURES

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education


Grants.gov Submission Procedures and Tips for Applicants

The deadline for submission of all Academies applications through Grants.gov is **July 15, 2016** at 4:30:00 P.M., Washington, D.C. time.

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION – Browser Support

Grants.gov is a Custom Java Application that uses standard web-browsers as the client. Grants.gov leverages the latest web technologies such as Ajax which relies extensively on JavaScript, HTML, and CSS. Grants.gov recommends you use the most up-to-date web browser possible for the best User Experience. If you are unsure about which version of the browser you are using, please check the following places:

- **Microsoft IE** – the *About Internet Explorer* setting under Help on your toolbar
- **Firefox** – the *About Firefox* setting under Help on your toolbar
- **Chrome** – the *About Google Chrome* setting under the *Customize and Control Google Chrome* option (located on the far right ) in your toolbar options for your browsers.

The table below lists supported Web Browsers:

Web Browser	Support	Comments
Microsoft IE 9/10/11	Supported	
Mozilla Firefox	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to upgrade to the latest version.
Google Chrome	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to upgrade to the latest version.
Apple Safari	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to upgrade to the latest version.

Web Browser	Support	Comments
		latest version.

Please see the Grants.gov Browser Support Page, which includes the above information and any additional updates:
<http://www.grants.gov/web/grants/support/technical-support/software/browser-support.html>

ATTENTION – Adobe Forms and PDF Files Required

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 10.1.14). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov at this link: [compatibility table](#). We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files – Additional Tips.”) If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

- 1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM (www.sam.gov) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html> [Note: Your organization will need to update its SAM registration annually (formerly Central Contractor Registry (CCR)).]

Primary information about SAM is available at www.sam.gov. However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account the Department of Education has prepared a SAM.gov Tip Sheet which you can find at: <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>.

All applicants are advised to confirm that they have an active record with SAM. If an applicant has an expired record, the applicant will need to activate its record in order to submit an application of the Academies competition.

Registration in Brief (ALLOW 4 WEEKS FOR COMPLETION OF ALL STEPS)

- a. **Obtain DUNS Number**
Same day. If requested by phone (1-866-705-5711) DUNS is provided immediately. If your organization does not have one, you will need to go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> to obtain the number.
- b. **Register with SAM.** All applicants are advised to confirm that they have an active record with System for Award Management (SAM). If an applicant has an expired record, the applicant will need to activate its record in order to submit an application for the Academies competition. Ensure that your organization is registered with the System for Award Management (SAM) at <https://www.sam.gov/portal/public/SAM/>. If your organization is not registered within the SAM, an **authorizing official** of your organization must register.

- i. You can obtain a Data Universal Numbering System (DUNS) number from Dun and Bradstreet. A DUNS number can be created within **one-to-two business days**.
- ii. If you are a corporate entity, agency, institution, or organization, you can obtain a Taxpayer Identification Number (TIN) from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please **allow 2-5 weeks** for your TIN to become active.
- iii. The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data entered into the SAM database by an entity. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department, please allow sufficient time to obtain and register your DUNS number and TIN. We strongly recommend that you register early.

Note: Once your SAM registration is active, you will need to **allow 24 to 48 hours** for the information to be available in Grants.gov and before you can submit an application through Grants.gov.

If you are currently registered with SAM, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your registration annually. This may take three or more business days.

Information about SAM is available at www.SAM.gov. To further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account, we have prepared a SAM.gov Tip Sheet, which you can find at:

<http://www2.ed.gov/fund/grant/apply/sam-fags.html>.

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an **Authorized Organization Representative (AOR)**; and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined at the following Grants.gov Web page: www.grants.gov/web/grants/register.html.

For additional guidance on updating a registration, applicants are advised to visit the SAM.gov Web site.

c. **Username & Password**

Same day. Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. <https://apply07.grants.gov/apply/OrcRegister>.

d. **AOR Authorization**

***Same day.** The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an Authorized Organization Representative (AOR). Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization.

***TIME DEPENDS ON RESPONSIVENESS OF YOUR E-BIZ POC.**

e. **TRACK AOR STATUS**

At any time, you can track your AOR status by logging in with your username and password. Login as an Applicant (enter your username & password) using the following:

http://www.grants.gov/applicants/org_step6.jsp.

- 2) **SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 4:30:00 p.m. Washington, DC time on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM (formerly CCR -Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

- 3) **VERIFY SUBMISSION IS OK –** You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov's Track My Application link.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site:

<http://www.grants.gov/web/grants/applicants/grant-application-process/application-statuses.html>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at <http://www.grants.gov/web/grants/support/technical-support/troubleshooting/encountering-error-messages.html>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/web/grants/about/contact-us.html>, or access the Grants.gov Self-Service web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to <http://www.grants.gov/web/grants/about/contact-us.html> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov <http://www.grants.gov/web/grants/support/general-support/faqs.html>.

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

MAC Users

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: <http://www.grants.gov/web/grants/support/technical-support/recommended-software.html>. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include read-only, non-modifiable .PDF files** in their application:

1. Ensure that you attach **.PDF files only** for any attachments to your application, and they must be in a **read-only, non-modifiable format**. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read.
2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.

4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

Grants.gov System Maintenance

Please be reminded that the Grants.gov system will not be available for use during the times listed below.

Date	Scope	Details
June 18-20, 2016	Release 15.2	Scheduled Maintenance Outage: Production System will go Offline Saturday June 18, 2016 at 12:01 AM ET. Production System will go Online Monday June 20, 2016 at 6:00 AM ET.

APPLICATION TIPS

- I. Register or maintain registration on SAM.gov. The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data entered into the SAM database by an entity. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department, please allow sufficient time to obtain and register your DUNS number and TIN. Once your SAM registration is active, you will need to allow 24 to 48 hours for the information to be available in Grants.gov and before you can submit an application through Grants.gov. Also note that you will need to update your registration annually. This may take three or more business days.
- II. Register early on Grants.gov. The registration process may take up to two weeks to complete. For additional information on the registration and submission process please review the resources available on the Grants.gov Website.
- III. Verify that the person assigned to submit the application has been designated as an Authorized Organization Representative (AOR). Track your AOR status (see page 13). You must be “active” in order to submit an application on behalf of the organization.
- IV. Clearly state whether your application addresses the two Absolute Priorities. Applications must address both Absolute priorities in order to be considered for funding.
- V. Clearly state if you are addressing the Competitive Preference Priority. Points will not be awarded for this priority if your response is not clearly labeled. Applicants should indicate if the CPP is being addressed in a separate section of the project narrative or if it being addressed throughout the project narrative.
- VI. Review the submission for clarity. Applications will be read by multiple peer reviewers; therefore it is important to ensure that the application can be understood by someone who is unfamiliar with your project.
- VII. Submit all files in .PDF format. While Grants.gov may accept other format types, the Department’s system, which receives the files from Grants.gov, will only accept .PDF files. Files submitted in formats other than .PDF may not convert in a legible manner and, in these instances, cannot be reviewed.
- VIII. Submit early on Grants.gov. Applications must be finished uploading, and be validated by the Grants.gov system, by 4:30:00pm, Washington, DC, time on the deadline date. Validation indicates if the submission was successful and may take up to two days. If the submitted application is deemed invalid due to an error, applicants may correct the error and resubmit only if the 4:30:00pm Washington, DC time deadline has not passed. Applicants are encouraged to review the submission to be sure that the files transmitted correctly. Grants.gov may not catch all errors. Late submissions or modifications to the submitted application will not be accepted after the deadline.
- IX. Each application will be reviewed under the competition for which it was submitted in the Grants.gov system, and only applications that are successfully submitted by the established deadline will be peer reviewed. Applicants should be careful that they download the intended Academies application package and that they submit their applications under the Academies competition.
- X. **NOTE:** Applicants will receive multiple emails to confirm submission in Grants.gov, validation, and transmission to the Department of Education. Once the application is transmitted to the Department, applicants will receive a final email with a unique identifier called a PR Award Number. Use this number when making inquiries about the submitted application. Please review the email carefully to ensure that you submitted the application under the intended competition.

DUNS NUMBER INSTRUCTIONS

All applicants must have a D-U-N-S number in order to apply for federal funds.

NOTE: Check with your fiscal office to see if your institution has an assigned D-U-N-S before contacting Dun & Bradstreet.

Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling **1-800-333-0505** or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

http://www.dnb.com/US/duns_update/index.html

The D-U-N-S Number is a unique nine digit number that does not convey any information about the recipient. A built-in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide. **Live help Monday-Friday 8am-6pm (EST) Dial 1-888-814-1435.**

Note: Electronic submission via Grants.gov must use the D-U-N-S number your organization used when it registered in the System for Award Management.

IV. Application Instructions

ELECTRONIC APPLICATION FORMAT

All applicants interested in completing a Academies application should first thoroughly review the NIA for FY 2016 published in the Federal Register on May 31, 2016 (81 FR 34326). The NIA will orient applicants to the Academies program by providing the following information:

- Background information and purpose of the program;
- Eligibility requirements;
- Absolute Priorities;
- Competitive Preference Priority (optional);
- Selection Criteria and assigned points;
- Key definitions;
- Procedural and substantive requirements of the application process, and
- Instructions on how to electronically submit the application.

Applicants should pay close attention to the Selection Criteria as applications will be evaluated and scored against these criteria. Applicants that address the Competitive Preference Priority will not be awarded additional points unless their applications are highly rated based on how well reviewers determine they have addressed the selection criteria.

COMPLETING AND SUBMITTING YOUR APPLICATION

A complete application consists of the following components:

Required Forms:

- ED Standard Forms; and
- Assurances and Certifications

Application Narrative:

The Academies application will use the following Grants.gov Narrative Forms.

- ED Abstract Narrative Form;
 - The ED Abstract Narrative Form is where you will provide your one-page project abstract. Specific instructions around what to include in the abstract are on page 24 of this application package.
- Project Narrative Form;

- The Project Narrative Form is where you will describe how your proposed project meets both of the two Absolute Priorities contained in the FY 2016 Academies NIA as well as other required elements. Applicants should include a Table of Contents and be sure to discuss their projects in a way that best responds to the Selection Criteria.
- **Eligible applicants are strongly encouraged to limit the project narrative to 50 pages.** The Table of Contents does not count towards this limit.
- Budget Narrative Form; and
 - The Budget Narrative Form is where you will provide a line item budget (**ED 524**) and a budget narrative for the proposed Academies project. While the budget narrative should project costs of all partners and any other entities who will work on the project, only one combined budget representing the total of all costs of the proposed project should be provided. This budget should reflect all three years of the proposed project period..
- Other Attachments Form (upload appendices here)
 - The Other Attachments Form is where you will include the application appendices.

NOTE: If you have multiple documents to be attached to one of the above narrative sections (except for Other Attachments), it is recommended that you merge them into one .PDF file and upload them to the appropriate narrative.

ADDRESSING YOUR QUESTIONS

The Department provides multiple avenues for interested applicants to ask questions and clarify their understanding of the Academies competition and process. Applicants should keep in mind that the Department cannot provide guidance on specific proposals.

The Department has published web page at <http://innovation.ed.gov/what-we-do/american-history-and-civics-academies/> Please consult this page for information about the program as well as any competition updates.

The Department has established a mailbox where interested applicants may send their questions. Please send your questions to Academies@ed.gov

The Department plans to host an informational session, live or online, designed to help interested applicants with the application process. We encourage interested applicants to participate in this session. The posted PowerPoint, and any further information about this session, as it becomes available, may be found on the Academies Web site.

A. REQUIRED FORMS

STANDARD FORMS INSTRUCTIONS

Applicants must submit along with their project narratives the required standard forms, assurances, and certifications included in the list below.

- Application for Federal Assistance (SF 424);

NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will review only materials/files attached to the section labeled “Other Attachments Form.”

- Department of Education Supplemental Information for SF 424;
- Department of Education Budget Summary Form (ED 524) Sections A & B;
- Disclosure of Lobbying Activities (SF-LLL);
- General Education Provisions Act (GEPA) Requirements - Section 427;
- Assurances, Non-Construction Programs (SF 424B); and
- Grants.gov Lobbying form (formerly ED 80-0013 form).

Electronic copies and instructions for the required forms can be downloaded at the following address: <http://www2.ed.gov/fund/grant/apply/appforms/appforms.html> and can be found in the Grants.gov submission package.

B. APPLICATION NARRATIVE INSTRUCTIONS

INSTRUCTIONS FOR ED ABSTRACT NARRATIVE

Eligible applicants must submit a one-page abstract.

The one-page abstract, limited to 2000 characters, should include the following items:

- Project Title;
- Identification of the Absolute Priorities;
- Basic Information about the Competitive Preference Priority, if applicable;
- Brief project description including key project activities;
- Summary of project objectives and expected outcomes;
- Target number of teachers and students the project will serve;
- Any special project features; and
- List of project partners.

INSTRUCTIONS FOR PROJECT NARRATIVE

The Project Narrative should describe the project that the applicant and its partners would carry out (i.e., Absolute Priority 1 and Absolute Priority 2) if its application is funded. It also should include the applicant's response to the Selection Criteria since the application will be evaluated and scored against these criteria. The NIA identifies the maximum possible score for each criterion. Finally, the Project Narrative may include the applicant's response to the Competitive Preference Priority if the applicant has addressed them.

Absolute Priorities

The NIA for the FY 2016 Academies competition includes two Absolute Priorities. The NIA explains in detail the two Absolute Priorities and what applicants must address. The Department **will not** review any application that does not address both priorities.

Competitive Preference Priority

The NIA for the FY 2016 Academies competition includes one Competitive Preference Priority (CPP) for projects that are designed to improve academic outcomes for high-need students as defined in the NIA.

An applicant must identify and address the CPP in the project narrative section of its application. Responses to the CPP should be clearly labeled and we recommend that they be placed at the front of the project narrative. Responses to the CPP are included in the project narrative page limit. CPP points will only be awarded to applications that rate highly on the selection criteria.

Please note that the Department **will not** review or award points under any CPP that fails to clearly identify the CPP the applicant wishes the Department to consider for purposes of earning Competitive Preference Priority points.

Formatting

A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin. Double-space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, and references. Please use a font size that is either 12-point or larger or no smaller than 10 pitch, and one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

Page Limits

Applicants are strongly encouraged to limit the Project Narrative to no more than **50 pages**. This suggested page limit applies to the responses to the Selection Criteria as well as to the Competitive Priority. The Table of Contents does not count against the page limit.

2016 ACADEMIES APPLICATION GRANT SELECTION CRITERIA

Selection Criteria: Read the Academies NIA for full selection criteria language.

Selection Criteria:

A. Quality of the Project Design (up to 35 points).

In determining the quality of the design of the proposed project, the Secretary considers the following factors--

- (i) The extent to which the proposed project represents an exceptional approach to the priority or priorities established for the competition.
- (ii) The extent to which the services to be provided by the proposed project involve the collaboration of appropriate partners for maximizing the effectiveness of project services.
- (iii) The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice.

B. Significance (20 points).

In determining the significance of the proposed project, the Secretary considers the following factors:

- (i) The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population.
- (ii) The importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.

C. Quality of the Management Plan (30 points).

In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:

- (i) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
- (ii) The adequacy of mechanisms for ensuring high-quality products and services from the proposed project.

D. Quality of the Project Evaluation (15 points).

In determining the quality of project evaluation, the Secretary considers the following factors:

- (i) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.
- (ii) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

INSTRUCTIONS FOR BUDGET AND BUDGET NARRATIVE

The Budget Narrative Form should include the eligible applicant's line item budget (ED form 524, Sections A and B) AND the accompanying budget narrative (Section C) that explains the budgeted items in detail.

Instructions for Sections A and B - the ED 524 Budget Form

Applicants may request Academies funding for up to 36 months (3 years) and should make this request at the time of application. Applicants must complete ED 524 for all budget years of the proposed project. The budget narrative must describe the applicant's proposed multiyear project activities and the costs associated with those activities. Specifically, 34 CFR 75.112(b) (section 75.112(b) of the Education Department General Administrative Regulations (EDGAR) requires applicants to present "a narrative that describes how and when, in each budget period of the project, the applicant plans to meet each objective of the project." EDGAR may be accessed at:

<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

Therefore, for each line item of both Section A (federal costs) and Section B (non-Federal costs) of the Budget Form (ED 524), provide detailed costs (in dollars) accompanied by a narrative justification to support your request.

Rules about allowable costs are set out in 2 CFR Part 200. 2 CFR Part 200 also may be accessed at:

<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

Instructions for Section C- Budget Narrative

Provide an itemized budget breakdown, and justification by project year, for each budget category included in Sections A and B of the ED 425. Provide this information by project year, and provide a total projected cost for each category – by project year and for the project as a whole.

Personnel (Line 1): Provide each project personnel's base salary or wages, as well as the percentage full time equivalency (FTE) each individual is projected to work on the Academies project.

Fringe Benefits (Line 2): The institution's or agency's normal contributions for fringe benefits may be charged to Academies funds. If you are including fringe benefits, please explain how the fringe rate

was calculated and identify the staff members who would receive the benefits. Leave this line blank if fringe benefits applicable to direct salaries and wages are included in indirect costs.

Travel (Line 3): Indicate the proposed travel costs of employees and participants only. Provide a breakdown of the costs associated with each proposed trip and justification for the costs.

Equipment (Line 4): Describe all equipment to be purchased for the Academies project, i.e., all tangible, non-expendable personal property that would be purchased to support the Academies project. In this regard, equipment has usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or \$5,000 per article. An applicant may establish a lower limit to maintain consistency with its general policies. Also provide, for each piece of equipment to be purchased, the amount to be purchased, the cost per unit and how this cost was determined, and the justification for these purchases

Supplies (Line 5): Describe all supplies to be purchased for the Academies project, i.e., all tangible, expendable personal property to be purchased to support the project. Supplies (which include materials) differ from equipment in that they are consumable, expendable, and have a unit cost below that of equipment. For each kind of supply, provide the amount to be purchased, the projected cost and how this cost was determined, and a justification for these purchases.

Contractual (Line 6): The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract. Identify the contractor, the amount of the contract (this should include a breakdown of the major service components of the contract and the costs of each portion) and an explanation of what the services are being provided by the contractor. In addition, please if applicant proposes to select a contractor before receiving an Academies award, please see 34 CFR 75.135(a) - (c) (section 75.135(a) - (c) of EDGAR) on how the requirements for competitive procurements that normally apply may be avoided by naming the contractors in the application)

Construction (Line 7): Not applicable.

Other (Line 8): Describe all direct costs not covered on lines 1-6. For example describe costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. *Do not include any costs that are included in calculations of indirect costs.*

Total Direct Costs (Line 9): The sum of lines 1-8.

Indirect Costs (Line 10): Indicate the applicant's approved restricted indirect cost rate, per sections 75.563 and 76.564 – 75.569 of EDGAR (34 CFR 74.563 and 76.654 -569). LEAs (and any State agency optional partners) must use their own established restricted indirect cost rates.

NOTE: If you have questions about how to obtain an approved restricted indirect cost rate or how to apply that rate, you may contact a cost negotiator using the information provided at the following URL: <http://www2.ed.gov/about/offices/list/ocfo/fipao/icgreps.html>. Applicants may also contact the Department of Education's Indirect Cost Rate Group at IndirectCostGroup@ed.gov.

Training Stipends (Line 11): indicate the amount of the stipend, the number of grant participants to receive the stipends and the justification for the stipend. Please make sure that training stipends are placed under this line item and not under "Personnel" or "Other."

Total Cost (Line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + training stipends).

Please remember that a budget justification should be provided for both Federal costs and Non-Federal costs.

Please also check all figures and combined totals in the budget narrative, Section C, to ensure that they correspond to the amounts reflected in Section A and Section B on ED 524.

INSTRUCTIONS FOR APPENDIX (OTHER ATTACHMENTS FORM)

Applicants should **attach all appendices to the Other Attachments Form**. For each appendix, applicants are asked to save files as a .PDF, label each file with the **Appendix name** and upload the file to the Other Attachments Form. The Other Attachments Form can support many attachments; therefore it is unnecessary to merge appendices into one document.

Applicants are strongly encouraged to follow the instructions below when uploading information according to Appendix guide below:

Appendix A: Resumes of Key Personnel

Appendix B: Letters of Support and Memorandum of Understanding from partners, if applicable

Appendix C: Other documents, if applicable

FY 2016 APPLICATION CHECKLIST

Applicants should review this checklist once they believe they have completed their Academies applications. The checklist contains all mandatory parts of the application.

ED Standard Forms

- ☐ Application for Federal Assistance (SF 424)
- ☐ Department of Education Supplemental Information for SF 424
- ☐ Department of Education Budget Summary Form (ED 524) Sections A & B
- ☐ Disclosure of Lobbying Activities (SF-LLL)

Assurances and Certifications

- ☐ GEPA Section 427
- ☐ Assurances – Non-Construction Programs (SF 424B)
- ☐ Grants.gov Lobby form (formerly ED 80-0013 form)

Application Narrative

- ☐ ED Abstract Narrative Form
- ☐ Project Narrative Form
- ☐ Budget Narrative Form
- ☐ Other Attachments Form (Upload Appendices here)

NOTE: Eligible applicants should attach all appendices to the Other Attachments Form. The Grants.gov system will allow applicants to attach as many as ten separate appendices in this section; however, applicants are encouraged to limit the number of appendix entries to a reasonable number for a reviewer to read. The entire application package should be no larger than 8MB. Therefore, you may want to check the total size of your package before submission.

Academies Closing Date: JULY 15, 2016

V. Additional Information

EXECUTIVE ORDER 12372

Intergovernmental Review of Federal Programs

This program is subject to the requirement of the Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. The objective of the Executive Order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance. Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372.

You may locate the name and contact information of State Single Point of Contact at:

http://www.whitehouse.gov/omb/grants_spoc

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 87 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (Section 14007 of the American Recovery and Reinvestment Act of 2009 (ARRA)) and voluntary. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number **1894-0006**.

Note: Please do not return the completed 1894-0006 Academies application to this address.